

Task Force for Review of Stipends and Extra Compensation

Purpose	The purpose of the Task Force is: to determine clear understanding of the definitions and guidelines for institutional Base Salary (IBS) and to determine the appropriateness, accuracy, and consistency of practice in administering TBR and ETSU policies and guidelines on stipends and extra compensation.
Methodology	<p>The general methodology to be employed by the Task Force will include but not be limited to the following:</p> <ol style="list-style-type: none"> 1. To review and assure that there are adequate <u>definitions</u> for Institutional Base Salary (IBS) and extra compensation, including consideration of stipends, longevity pay, summer salary (for 9-month employees), intra-institutional consulting and overload. 2. To review the adequacy and clarity of communication, training, and oversight associated with administration of PPP-07 (<i>Policy on Outside Employment & Extra Compensation</i>), the specified form for documentations of <i>Pre-Authorization for an Extra Assignment for Faculty and Administrative/Professional Staff</i>, and the specified <i>Request for Extra Compensation for ETSU Employee</i> form. 3. To review actual FY 2015 Extra Pay and Stipends at ETSU for faculty, staff, and administrators (July 1-April, 2015) and consider the level of uniformity of compliance with specified TBR and ETSU policy and guidelines 4. To review administration of Section VII (<i>Position Audits/Reclassifications Salary Adjustments</i>) of PPP-32 (<i>Compensation Plan</i>) and related forms (<i>Position Questionnaire for Administrative and Professional Positions (Exempt)</i> and <i>Position Classification Questionnaire for Clerical and Support Staff (Non Exempt)</i>) as they are sometimes applied or considered vis a vis the Policy on Outside Employment and Extra Compensation. 5. To review administration of TBR Policy 5:02:04:10 (<i>Faculty Compensation During Summer Session and Intersession</i>) as it relates to limits for AY faculty
Reporting Structure	The report of the Task Force will be submitted to various stakeholder groups (faculty and staff), to the Executive Staff, and to President Noland.
Sponsor	Bert C. Bach, Provost and Vice President for Academic Affairs
Leader	Chair: Patricia Van Zandt
Membership	Scott Counts, Director of Special Project (Academic Health Sciences Center)

	<p>Deans Council</p> <ul style="list-style-type: none"> • Don Samples, Dean of Clinical and Rehabilitative Health Sciences • Judy Slagle, Dean of the Honors College <p>Faculty Senate</p> <ul style="list-style-type: none"> • Randy Byington (Faculty, Allied Health Sciences) • Eric Sellers (Faculty, Psychology) [Invited] <p>Chairs</p> <ul style="list-style-type: none"> • Ranjan Chakraborty, Chair/Professor (Health Sciences) • Janna Scarborough, Chair/Professor (Counseling and Human Services) • Michael Smith, Chair/Professor (Social Work) <p>Tammy Hamm. Director (Human Resources)</p> <p>Mary James. Compliance Manager (Research and Sponsored Programs)</p> <p>Diana McClay, Director (Human Resources)</p> <p>Donna Miller, (Coordinator, Academic Affairs Budget and Personnel)</p> <p>Raven Moody, Associate Director (Budget and Financial Planning)</p> <p>Josh Whitlock, Director, Institutional Research and Data Systems</p>
Calendar	December, 2015 target for completion, review by various constituencies, and submission to the Executive Staff and President.